



## At Vacancy Request

Revised: 03/26/01  
Form: IO-E-23.doc

(Use for Competitive and Qualifying Noncompetitive Examinations)

Class Title: \_\_\_\_\_ Class Code: \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Personnel Contact: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Date Request Prepared: \_\_\_\_\_

### 1. Reason for Request:

- ☐ Canvass of list resulted in fewer than five or no interested candidates.
- ☐ Current list has fewer than five candidates.
- ☐ No current eligible list.
- ☐ Eligible list due to expire in less than six months.
- ☐ Other:

\_\_\_\_\_  
\_\_\_\_\_

2. Number of Vacancies: \_\_\_\_\_ 3. Position Number(s): \_\_\_\_\_

### 4. Type of Test Requested:

- ☐ Open Competitive      ☐ Rule VI \_\_\_\_\_
- ☐ Promotional      Completed Application Attached: ☐ Yes    ☐ No

Name/Social Security Number

5. Special information to be included in the exam announcement: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Appointing Authority Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### FOR CIVIL SERVICE COMMISSION USE ONLY

(P) check appropriate box(es)

A & ES: Approved £ Denied £ (Initials) \_\_\_\_\_ Reviewed by: C & S: Approved £ Denied £ (Initials) \_\_\_\_\_  
Date: \_\_\_\_\_ New £ Merge £ Replace £ Date: \_\_\_\_\_

### Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TRU: \_\_\_\_\_ Date: \_\_\_\_\_